# TIMEWORKS

Personal Computer Software for **Commodore** and **Atari** Computers\*

Home Management Bus **Business Systems Pers Personal Improvement Education Home Manag** Home Management Bus **Business Systems Pers Personal Improvement Education Home Manag** Home Management Bus **Business Systems Pers** 

# WHEN YOU BUY TIMEWORKS SOFTWARE, YOU GET MORE THAN SOFTWARE.





More power for your dollar

That's right! You get ongoing support from a software company that's made a commitment to *you*!

## You get our customer technical support team

At the other end of our toll-free helpline, you'll find our full-time Customer Technical Support Team – ready to assist you with your installation and ongoing operations. Free – to all registered users.

## You get our liberal upgrade and exchange policy

If at any time, you buy an updated version of a Timeworks program, or if you upgrade your computer system, you may exchange your *original* program for any other program we publish. Details are inside every Timeworks package.

## You get our money back guarantee

If you can find anything that works better for you, simply send us your Timeworks program, your paid receipt, and the name of the program you want, along with your check or credit card number for any retail price difference. If it's available, we'll buy it for you.\*



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### AVAILABLE IN:

- 64K, 40 column (for C 64 and 128 computers)
- 128K, 80 column (for C 128 computers)

TIMEWORKS, INC. 444 Lake Cook Road Deerfield, Illinois 60015 (312) 948-9200

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## SYLVIA PORTERS PERSONAL FINANCE SERIES

An integrated series of financial planning & management programs for individual & family use.

## Where are you now financially?

What do you and your family want to achieve?

## How do you accomplish these goals?



SYLVIA PORTER'S PERSONAL FINANCE SERIES is a completely integrated series of financial planning and management programs for individual and family use. These combine the proven financial expertise of Sylvia Porter and the Editors of SYLVIA PORTER'S PERSONAL FINANCE MAGAZINE with all of the computer tools you'll need to organize, plan, and manage your personal financial affairs. This series works simply and effectively, without complicated financial jargon or "computerese".

#### VOLUME 1

## Financial Planner

## This Program Includes:

**Financial Planning by Objectives:** You are led step-by-step through a series of questions that will enable you to develop comprehensive financial plans to determine the best financial moves for your career, your marital status, your children, your savings, your life insurance, your investments, your lifestyle, your retirement, and your estate – and lets you plan ahead for protection against major medical expenses, prolonged disability and other possible adversities.

**Electronic checkbook & checkwriting:** An electronic checkbook which organizes, categorizes, and records all of your checking account, cash and credit card transactions; prints checks and computes and maintains separate balances for up to 5 individual checking accounts and 10 credit cards. Performs monthly checkbook reconciliations.

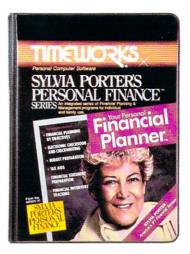
Permits automatic transfer of this data into your personal budget.

**Budget Preparation:** Provides detailed monthly comparisons and annual projections of up to 140 separate budget items.

Financial Statement Preparation: Prepares, monitors, and generates personal financial statements, including assets & liabilities and income & expenses.

Financial Inventory Tracking: Stores and tracks detailed profiles of your personal financial holdings. Tax Aids: Classifies and helps you keep track of your taxable income and tax deductible expenses.

#### Every SYLVIA PORTER Program Includes:



- Unique graphic representations which enable you to automatically generate supplemental data such as percentages, ratios, charts, and other useful financial management tools.
- Financial Planning Application Worksheets to create "how-to" examples for your own situations.
- A customized Report Writer that lets you specify and print out any report you want, tailored to your specific needs.
- Interfacing with other programs. Each program interfaces with Timeworks' WORD WRITER (word processor) and other Sylvia Porter Personal Financial Series programs so that common information will be entered into the system only once. Reports generated by this program can also be incorporated into documents produced by the WORD WRITER.
- Full prompting. You will be guided through this program with thoughtful, easily understood instructions (in Sylvia Porter's style) from your computer display screen, complemented by a fully illustrated manual.

64 & 128 (64K, 40 column) \$59.95 Cat. No. 6355 C 128 (128K, 80 column) \$69.95 Cat. No. 7355

NEXT IN THE SYLVIA PORTER SERIES: Volume 2

Your Personal Investment Manager



rd. IAI

A scrolling, 80-column professional word processing system which includes a spelling checker and built-in calculator.

### At a Glance:

This System includes:

- A menu-driven program which can be used by itself (stand-alone), or interfaced with Timeworks DATA MANAGER or DATA MAN-AGER 2, enabling you to maintain and print out name and address lists, create individualized form letters automatically, and produce customized reports up to 20 columns wide.
- A full screen format (scrolls up to 250 characters) which simplifies your text entry and editing by letting you view your entire document on your screen before you print it.
- Two plastic keyboard overlays which place the word processing commands directly onto the keyboard.
- A spelling checker to locate misspelled words. Allows you to generate error-free documents. Corrects over 85,000 words.
- A five-function calculator, at your command at the press of a key.
- Full prompting You will be guided through this program by thoughtful and easily understood instructions (prompts) from your computer display screen.
- A manual written in easy-to-understand, people-friendly English, abundantly illustrated to make it even clearer and eliminate guesswork.

#### Features: What This Program Does:

#### A. USING WORD WRITER ALONE

WORD WRITER contains all of the features you'll need for everyday word processing, plus most of the sophisticated features found in more expensive programs, including document chaining, form letter printout, horizontal & vertical scrolling, underlining, and more; plus some unique functions of our own, all combined to make WORD WRITER one of the most respected word processing systems available.

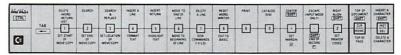
When interfaced with other Timeworks programs, information needs to be entered into the system only once, minimizing data entry errors.



### B. When Interfaced with Timeworks' DATA MANAGER, DATA MANAGER 2 or SWIFTCALC:

This Program:

- Enables you to maintain and print out name and address lists, create individualized form letters automatically, and produce customized reports up to 20 columns wide. YOU specify the titles for each column of data. The reports can be incorporated into any written text produced by the WORD WRITER, printed alone, or stored on disks and saved for later use.
- Calculates numerical data from one column to the next, giving this program spreadsheet capabilities.
- Prints your name & address file onto standard mailing labels.
- Transfers and prints text information onto labels & tags. For example, store price labels with descriptions, inventory tags, employee name tags, file folders and more.



Keyboard Overlays:

C 64 & 128 (64K, 40 column) \$49.95 Cat. No. 6352 C 128 (128K, 80 column) \$69.95 Cat. No. 7352



# Data Manager 2 M Writer

A complete general information storage and retrieval system with report writing, graphics, statistics, and label making capabilities.

## At a Glance:

This system includes:

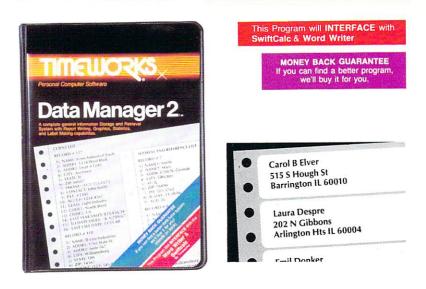
• A menu-driven program which can be used by itself, or interfaced with Timeworks' WORD WRITER (word processing) and SWIFTCALC (spreadsheet) software programs, enabling you to produce customized reports incorporating information generated from all three systems.

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X-CHART:	INDEX:	VALUE:	PERCENT
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	MI	284.71	20.75%
	IL Other	212.95 132.27	
X-CH	ART FOR A	MOUNT BY S	TATE

- Sample data which quickly allows you to become familiar with the command instructions of this program.
- Full user prompting, audio cuing, and password protection.
- A manual written in easy-to-understand English, illustrated with an abundance of examples.
- A special backup feature which generates extra backup copies of your recorded information.

## Features:

- Quick access to important information. Items can be easily retrieved and printed by name, index code, date range, amount range, or any category of information stored in the system.
- Timeworks' exclusive X-SEARCH feature. Allows you to easily cross-search any of the above categories as many times as you need, to locate the specific group of items you require.
- Timeworks'exclusive X-SORT feature. An advanced indexed sort system which allows you to arrange your stored items in increasing or decreasing order, alphabetically, numerically, or chronologically (by date).
- Timeworks' exclusive X-CHART feature. Enables you to break down statistical information by up to ten indexed categories of your choice, and graphically view your results.



- Calculates numerical data from column to column and field to field. Allows you to perform spreadsheet tasks such as payroll calculations, cost estimates, and more.
- Statistical analysis of numerical data. The DATA MANAGER 2 produces the sum, average, and standard deviation of statistical data entered into the system, and will also produce frequency charts (bell graphs) using that data.
- Generates customized data reports. You specify the title, location, and sequence of each column.
- Prints your name and address file onto standard mailing labels, and transfers and prints text information onto labels and tags.

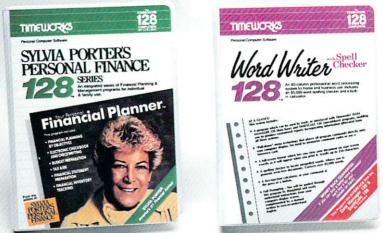
## When Interfaced With Timeworks' WORD WRITER and SWIFTCALC:

- DATA MANAGER 2 generates customized data reports and transfers information generated from both your data base and spreadsheet programs directly into the written text of documents produced by the WORD WRITER.
- DATA MANAGER 2 enables you to automatically create, address, and print out individualized form letters.

C 64 & 128 (64K, 40 column) \$49.95 Cat. No. 6351 C 128 (128K, 80 column) \$69.95 Cat. No. 7351

# NEW 128K SC COMMODORE

## These programs interface with each ot



Cat. No. 7355 \$69.95

## SYLVIA PORTER'S YOUR PERSONAL FINANCIAL PLANNER 128

All the computer tools you'll ever need to help manage your money on a day-to-day basis and plan your financial future, too. This program includes:

- Financial Planning by Objectives
- Electronic Checkbook and Checkwriting – computes, maintains, and balances up to 5 individual checking accounts and 10 credit cards
- Budget preparation on 140 accounts
- Tax Aids
- Financial Statement preparation
- Financial Inventory Tracking
- And much, much more!

Cat. No. 7352 \$69.95

## WORD WRITER with Spell Checker

A powerful, 80-column professional word processing system for home and business use. This system includes:

- An 85,000 word spelling checker.
- A built-in 5-function calculator.
- On-Screen Highlighting lets you display <u>underlining</u>, *italics*, and boldface on your computer screen – as you write.
- Works in C-128 (128k) mode with a 40 or 80-column monitor.
- A full-screen format lets you view your document on your screen exactly as it will appear when printed.
- And much, much more!

# FTWARE FOR 28 COMPUTERS

r to form a complete productivity system.



Cat. No. 7351 \$69.95

## DATA MANAGER 128 With Report

A complete general information Storage and Retrieval System with Report Writing, Graphics, Statistics, and Label Making capabilities. This system also includes:

- "Pull down" menu technology that places all program commands directly onto your computer display.
- Sample data which quickly allows you to become familiar with the command instructions of this program.
- A program that works with an 80-column monitor.
- And much, much more!

## SWIFTCALC 128 with SIDEWAYS

A powerful, easy-to-use electronic spreadsheet designed especially for home and small business use. This program includes:

- The Sideways option which permits printing of all your columns vertically on one continuous sheet.
- "Pull down" menu technology.
- 250 rows and 250 columns which provide 62,000 cells in which to place information.
- The ability to perform mathematical functions (up to 17 digits) and financial analysis functions.
- And much, much more!

## SIDEWAYS...

Prints your spreadsheet sideways.

### At a Glance:

- Now you can print a spreadsheet report that's wider than your printer paper, all at one time, all on one continuous page vertically.
- SIDEWAYS, the ingeniously simple software program, rotates your spreadsheet by 90 degrees as it prints out and causes your hard copy to print out – you guessed it – sideways. So your spreadsheet columns will never fall off the edge of your paper again.

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## Features:

SIDEWAYS can print

any normal text file of virtually any width. It allows an almost unlimited number of columns (more than 65,000 characters) on a continuous line of output.

- SIDEWAYS eliminates the need to cut and paste together multiple sections of a printout.
- SIDEWAYS offers a choice of a wide variety of type sizes from small to extra-large; gives you complete control over line spacing; left, top and bottom margins; and spacing between characters. This program also provides a double-strike option for added print density.
- To print a spreadsheet, first use your spreadsheet program's "print" command to create a "print file" on your disk. Then run SIDEWAYS, tell it the name of the print file you just created, and Sideways does the rest.

(Specifications on reverse side)

## SIDEWAYS, (continued)

Prints your spreadsheet sideways.

MONEY BACK GUARANTEE If you can find a better program, we'll buy it for you.

## Specifications:

SYSTEM REQUIREMENTS: C-64 and 128 Personal Computers

COMPATIBILITY SIDEWAYS is compatible with:

Better Working Spreadsheet	Creative Calc	Practicalc II
Calc Now	Microsoft Multiplan	Syncalc
Cal-Kit	Practicalc 64	Trio

SIDEWAYS also works with any C-64 or 128 Spreadsheet Program that can create text file information (ASCII) on a disk, or interfaces with a Word Processor.

ONE OF THESE GRAPHICS PRINTERS (Must be Dot Matrix and have Dot Addressable Graphics):

Commodore 1525 MPS 801 MPS 803 Commodore 1526 MPS 802 Gemini 10X/15X, Star SG10 Epson Epson Home Writer Star 10C IDS Prism, Micro Prism, 460, 560 Okidata C. ITOH Prowriter (8510/1550) Mannesmann Tally Texas Instruments Hewlett Packard Thinkjet NEC 8023

INPUT FILES:

Any ordinary (ASCII) text file, such as those created by spreadsheet programs, word processors and editors.

C 64 & 128 (64K, 40 column) \$29.95 Cat. No. 6360 C 128 (128K, 80 column) \$29.95 Cat. No. 7360

## Evelyn Wood Dynamic Reader

An effective and enjoyable way to improve your reading comprehension, retention, and speed.

### At a Glance:

THE EVELYN WOOD DYNAMIC READER will not give you the desire to improve your reading skills. You must possess that. But this package does provide everything else ... the plan, excellent instruction, the materials, and the know-how to help you learn to read as fast and efficiently as you want.

Every day the gap between how much you *do* read and how much you *should* be reading widens. It's a natural phenomenon of our times. Obviously, you need to read more efficiently than your grandfather did. Unfortunately, most people don't. With Reading Dynamics you can.

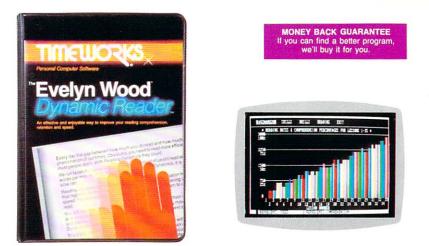
We run faster, fly higher and dive deeper, but most of us still read at the 19th-century speed of approximately 300 words per minute. With the discovery of Reading Dynamics, it is no longer necessary to poke along at such a slow rate.

Reading Dynamics is not a skimming or "key word" association technique. It is a totally different reading concept that registers every word, every idea, every shade of meaning in the written material. You will use more of your mental capacity and learn to concentrate more fully. Your mind won't wander while you read.

You will find that reading Dynamically is more enjoyable than reading the old way. Complete thought patterns and ideas emerge from the written material in a smoothly moving picture. Instead of perceiving individual bits and pieces of information and putting them together as best you can, you will see total concepts. Reading Dynamically is like "living" in the material.

THE EVELYN WOOD DYNAMIC READER provides you with the exercises and tools you need to help you increase your reading comprehension and speed. You can use your own personal computer and develop your skills at your own pace. You can learn the essential techniques of Dynamic Reading in your own home – at any time that is convenient for you. You can repeat exercises as often as you wish to assure that you maintain opimal reading efficiency.

I984 Evelyn Wood Reading Dynamics, Inc. and TIMEWORKS, INC. All Rights Reserved.



### Features:

This program contains the actual operating programs for the Dynamic Reader and the text and comprehension quizzes for the reading exercises. Your progress will be automatically recorded and you will be able to graphically view your results on colorful bar charts.

## Technical Data:

Suggested Age Group: 14 to adult

C 64 & 128 (64K, 40 column) \$49.95 Cat. No. 6105

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## BUSINESS SYSTEMS.

A series of easy-to-use Management Information Reports flexibly designed to accommodate all small and medium-size business requirements.

#### **Objective of Timeworks Business Systems:**

Each Timeworks Business System is designed to be extremely easy to use by anyone, whether familiar or unfamiliar with computers or even the principles of accounting.

The Computer and Business Control experts who created these programs are total professionals with many years of "main-frame" accounting systems experience. They have taken extreme care to make BUSINESS SYSTEMS very comprehensive, wide in scope with powerful capabilities, and "user-friendly" – utilizing the size and constraints of the Commodore 64 to the utmost.

Our easy-to-understand tutorials, and "cookbook"-style prompting, herald a breakthrough in simplicity for every computer user who arrives at the conclusion that computerization offers invaluable assistance in helping their business to operate more effectively and efficiently.

## At a Glance:

Each system includes:

- A menu-driven program, sophisticated enough to provide complete management and product information, yet requires no prior computer or accounting knowledge to operate.
- A unique method of creating your own unlimited array of reports - easily and quickly. *You* select the information you want, and *You* determine the sequence of the report column headings.
- A program which can be used by itself (stand-alone) or can be interfaced, one at a time, with other *Timeworks Management Information* programs into a fully integrated accounting system.
- Password protection, to prevent unauthorized access to confidential data.

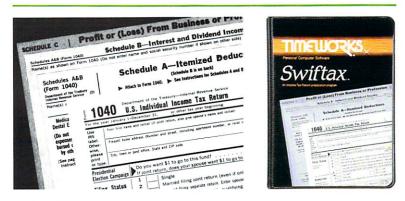
C 64 & 128 (64K, 40 column) \$59.95 Cat. No. 6501-6507

Inventory Management	6501
Sales Analysis Management	6502
Accounts Receivable Management and Invoicing	6503
Accounts Payable Management and Checkwriting	6504
Payroll Management	6505
General Ledger	6507

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# Swiftax...

An income tax preparation program that requires no prior knowledge of computers or accounting.



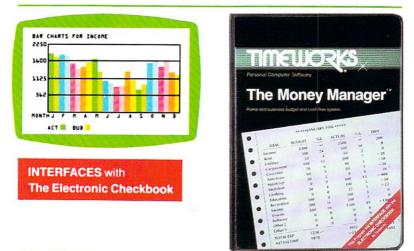
## At a Glance:

- Guides you through the tax preparation process and instructs you on which forms you must complete.
- Automatically checks your tax alternatives, such as income averaging, etc., and calculates the lowest amount of income tax you must pay.
- Sets up a unique Taxpayer File, enabling you to make changes to your completed tax return at a later date.
- Completes the most commonly used supporting schedules A, B, C, D, G, W, SE, and Form 2441 – stores and totals and integrates this information into your Form 1040, 1040A, or 1040EZ.
- Your information can be printed directly onto printed tax forms or blank paper. SWIFTAX also prints out itemized lists of dividends, interest, etc., that are too long for the standard forms.
- Prints out amortization schedules, summarizing yearly principal and interest payments.
- A new program disk, incorporating revised tax law changes and tables, and a new manual can be obtained for the following calendar year at a nominal charge.

C 64 & 128 (64K, 40 column) \$49.95 Cat. No. 6353

## The Money Manager.

Home and business budget and cash flow system.



## At a Glance:

Sixteen (16) budget and actual categories can be entered on a monthly basis for a 12-month period. Full analysis is provided, including budget and actual comparisons and detail by individual items. Bar charts provide graphic representation of budget and actual amounts for each period.

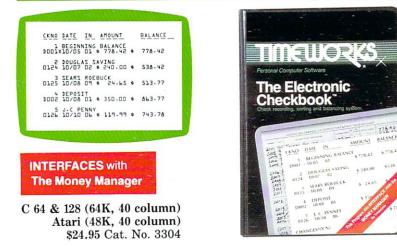
Information can be easily stored on tape or disk for later updating, revision or reference. At year-end, after making a record copy of your budget, the press of a key sets up another year of managing your money.

The MONEY MANAGER can be interfaced with Timeworks' ELECTRONIC CHECKBOOK program, so that actual expenditures can be transferred to the MONEY MANAGER through your computer.

C 64 & 128 (64K, 40 column) Atari (48K, 40 column) \$24.95 Cat. No. 3301

# The Electronic Checkbook

Check recording, sorting, and balancing system.



#### At a Glance:

Can you easily find all of the checks you wrote to charities last year? Organize and record checkbook transactions on your Commodore 64. Information recorded includes: check or deposit number, description or comment, date, classification code (groceries, entertainment, etc.), and amount. Checkbook balance is automatically computed. Transactions can be sorted and recalled by a number of ways including: by date, by description, by classification. A real help at tax preparation time.

In addition, Timeworks' exclusive X-SEARCH feature allows you to easily cross-search any of the above categories.

The ELECTRONIC CHECKBOOK can also produce the sum and average for transaction amounts by indexed categories.

The ELECTRONIC CHECKBOOK can be interfaced, too, with Timeworks' MONEY MANAGER program, so that actual expenditures can be transferred directly to the MONEY MANAGER budget program through your computer.

A built-in safety feature allows you to generate backup copies of your transactions to guard against loss of important information. A valuable tool for office or home.

## Data Manager

A general information storage and retrieval system – with exclusive X-SEARCH™ Feature.



#### At a Glance:

No more index cards or messy files to maintain! This is a general information storage and retrieval system that makes them obsolete. Easily store information on a wide variety of subjects including: Christmas card lists; recipes; club, client or vendor lists; etc. Each item can be from 1 to 8 lines long.

For reference, information can be recalled by category, name, date range, amount range, location, etc. In addition, Timeworks' exclusive X-SEARCH features allows you to easily cross-search any of the above categories.

Statistical analysis of amounts is also possible since the DATA MANAGER can produce the sum, average, standard deviation, and frequency charts (bell graphs) for any statistical data entered into the system.

This system also contains an index code which lets you set up your own classifications, and a safety feature which allows you to generate backup copies of your recorded information to guard against the loss of important data. A valuable tool for office or home.

## Cave of the Word Wizard.

An intriguing way to develop spelling skills using human speech and arcade action.



#### **Overview:**

You are trapped in a mysterious cave. Suddenly the Word Wizard appears and informs you that, in order to leave his cave, you must find four magic crystals which have the power needed to open the cave entrance. You have only a flashlight to help you find your way through the cave, and your batteries are running low.

The Wizard will appear often and ask you to spell a word – you will actually hear the old Wizard's voice! – and you cannot continue your search until you spell the word correctly. The Wizard will use his magic powers to replenish the energy in your flashlight if you spell the word correctly, but each time you are wrong he will draw energy from your light. When your flashlight runs out of energy, you will be doomed to roam through the cave in darkness forever.

During your search you will be confronted with dangerous obstacles that will make your quest for freedom even more challenging.

This state-of-the-art educational program includes 500 spoken words in 10 spelling skill levels and makes full use of the sound capabilities of your computer. The Wizard will talk to you in clear human speech. No additional hardware is needed for your computer system.

Suggested Age Group: 6 to 18

C 64 & 128 (64K, 40 column) \$24.95 Cat. No. 6103

For Further Information – Write or Phone TIMEWORKS, INC. 444 Lake Cook Road Deerfield, Illinois 60015 (312) 948-9200

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